



ARIZONA CORPORATION COMMISSION  
CORPORATIONS DIVISION

GENERAL FILING INSTRUCTIONS  
FOR FOREIGN PROFIT OR NONPROFIT CORPORATION

Pursuant to A.R.S. Title 10, Chapter 15 and 38

**Cover Sheet**

- ☐ Attach a completed cover sheet to the filing.

**Corporation Name**

- ☐ Check name for availability using our web site.  
[www.azcc.gov/corp/filings/namingpolicy.htm](http://www.azcc.gov/corp/filings/namingpolicy.htm).
- ☐ If applicable, attach copy of Trade Name Certificate.
- ☐ If applicable, attach a resolution adopting the fictitious name. The resolution must be approved by the board of directors and signed by the secretary.

**Certificate of Disclosure**

- ☐ Complete a certificate of disclosure and attach required information if necessary.
- ☐ Affix signature(s) of duly authorized officer. The certificate must be signed within thirty (30) days of delivery to the Commission.

**Application for Authority**

- ☐ Indicate exact corporation name.
- ☐ Use appropriate name ending such as: ("corporation," "association," "company," "limited," "incorporated"). Incorrect name ending will delay approval of your Application.
- ☐ Indicate fictitious name adopted for use in Arizona, if the exact name is not available.
- ☐ Indicate the state, province or country in which the corporation is incorporated.
- ☐ Indicate the date of incorporation and the duration.
- ☐ Indicate the address of the principal office in the state, province or country of incorporation.
- ☐ Indicate the name and street address of the statutory agent in Arizona.  
If statutory agent has a P.O. Box, then they must also provide a physical street address/location.
- ☐ Indicate the street address of the known place of business in Arizona. This address may be in care of the statutory agent.
- ☐ If applicable, indicate the limitations of purpose.
- ☐ Indicate the name(s) and business address(es) of the current directors and officers.
- ☐ Indicate the number of shares of stock the corporation is authorized to issue (*Profit only*).
- ☐ Indicate the aggregate number of shares issued (*Profit only*).
- ☐ Briefly indicate the business the corporation plans to conduct.
- ☐ Indicate whether the corporation has or does not have members (*Nonprofit only*).
- ☐ Affix signature of statutory agent (*acknowledge acceptance*).

## **Fees**

- ☐ Attach check for the filing fee of \$175.00. Expedited service is available for an additional \$35.00. Make check payable to the Arizona Corporation Commission.

## **Copies**

- ☐ Attach a copy of the Articles of Incorporation, and any amendments to the Articles, duly authenticated (*certified within 60 days*) by the official having custody of the records in the state, province or country of incorporation.
- ☐ Attach a Certificate of Existence or Good Standing, authenticated within 60 days by the official having custody of the records in the state, province or country of incorporation.

## **Publication**

- ☐ You must publish a copy of your Application for Authority in a newspaper of general circulation in the county of the known place of business in Arizona, for three (3) consecutive publications. A list of acceptable newspapers in each county will accompany the approval letter and is posted on the Commission web site at [www.azcc.gov/corp](http://www.azcc.gov/corp).  
**Do not publish until documents have been approved.**
- ☐ File Affidavit of Publication with the Arizona Corporation Commission within ninety (90) days of the documents being approved.

## **NOTES FOR THE FUTURE:**

### **Annual Report**

The corporation must submit an annual report each year. Annual report forms will arrive approximately two months prior to the corporation's annual report due date as assigned by the Commission. Should a form fail to arrive, one can be printed from the Commission's web site: [www.azcc.gov/corp](http://www.azcc.gov/corp). Failure to file the annual report may subject the corporation to revocation.

### **Address Changes**

Must be submitted to the Commission within sixty (60) days of any corporate or statutory agent address change. Corporate address changes must be executed (signed) by a corporate officer. A statutory agent of record may resign by executing a statement of resignation and submitting a fee of \$10.00. A new statutory agent must sign acceptance to replace an existing agent.

### **Web Site**

A corporation may view its records on the Commission's web site at:  
[\*\*www.azcc.gov/corp\*\*](http://www.azcc.gov/corp)

### **Corporation Statutes**

The corporation should refer to Arizona Revised Statutes, Title 10 for statutes relating to corporations. The complete text of Title 10 is available on our web site at [\*\*www.azcc.gov/corp/records/Books.htm\*\*](http://www.azcc.gov/corp/records/Books.htm).

**DO NOT PUBLISH  
THIS SECTION**

1. If you are the holder or assignee of a trade name, attach a copy of the trade name certificate. If your name is not available for use in Arizona, you must adopt a fictitious name and provide a resolution adopting the name, which must be certified by the corporation's Secretary.

3. You must provide the total duration in years for which your corporation was formed to endure. If perpetual succession, so indicate in this section. Do not leave blank, or state not applicable.

5. The statutory agent must provide a street address. If statutory agent has P.O. Box, then they must also provide a physical street address/location.

5.b. Indicate to which address the Annual Report should be mailed.

**APPLICATION FOR AUTHORITY  
TO CONDUCT AFFAIRS  
IN ARIZONA**  
Pursuant to A.R.S. §§10-1504 & 10-11504

The name of the corporation is: \_\_\_\_\_.

A(n) \_\_\_\_\_ Nonprofit Corporation.  
(State, Province or Country)

☒ We are a foreign corporation applying for authority to conduct affairs in the state of Arizona.

1. The exact name of the foreign corporation is: \_\_\_\_\_.

If the exact name of the foreign corporation is not available for use in this state, then the fictitious name adopted for use by the corporation in Arizona is: \_\_\_\_\_(FN).

2. The name of the state, province or country in which the foreign corporation is Incorporated is: \_\_\_\_\_.

3. The foreign corporation was incorporated on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the period of its duration is: \_\_\_\_\_.

4. The street address of the principal office of the foreign corporation in the state, province or country of its incorporation is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The name and street address of the statutory agent for the foreign corporation in Arizona is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.a. The street address of the known place of business of the foreign corporation in Arizona IF DIFFERENT from the street address of the statutory agent is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.b. The Annual Report and general correspondence should be mailed to the address specified above in section 4 \_\_\_\_\_ or 5a \_\_\_\_\_.

**DO NOT PUBLISH  
THIS SECTION**

6. If the purpose of your corporation has any limitations with regard to this section, so indicate. If none state no limitations, or leave blank.

8. The Application must indicate if the corporation does or does not have members.

The Application must be accompanied by the following:

①A Certificate of Disclosure, executed within 30 days of delivery to the Commission, by a duly authorized officer

②A certified copy of your articles of incorporation, all amendments and mergers (AZ Const. Art. XIV, '8) and a certificate of existence or document of similar import duly authenticated (within 60 days) by the official having custody of corporate records in the state, province or country under whose laws the corporation is incorporated.

The agent must consent to the appointment by executing the consent

ARS §10-140 requires that changes to corporation(s) be executed by a duly authorized officer of the Corporation, whose file is to be changed

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6. The purpose of the corporation is to engage in any and all lawful affairs in which corporations may engage in the state, province or country under whose law the foreign corporation is incorporated, with the following limitations if any: \_\_\_\_\_

7. The names and usual business addresses of the current directors and officers of the foreign corporation are: (Attach additional sheets if necessary.)

Name: \_\_\_\_\_ [title]

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name: \_\_\_\_\_ [title]

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name: \_\_\_\_\_ [title]

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

8. (Check One) The corporation ☐ does have ☐ does not have members.

9. The character of business the foreign corporation initially intends to conduct in Arizona is:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Executed by \_\_\_\_\_  
[Duly Authorized Officer or Director]

\_\_\_\_\_  
[print name] [title]

PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
[optional] [optional]

**ACCEPTANCE OF APPOINTMENT BY STATUTORY AGENT**

The undersigned hereby acknowledges and accepts the appointment as statutory agent of this corporation effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
[Signature] [Print Name]

\_\_\_\_\_  
[If signing on behalf of a company serving as statutory agent, print company name here]

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Corporations Division